Chief, Reserve Component Mobilization Team
Commercial (202) 761-0328
DSN (763)

Mobilization

- **U.S. Army Selected Reserve - Mobilization**
- **Presidential Reserve Call-up (PRC)**

  The President has the authority to involuntarily augment the active forces by a call-up of up to 200,000 members of the selected reserve for a period up to 270 days to meet mission requirements within the continental United States (CONUS) or overseas. The President must notify Congress within 24 hours and state the reason for his action.
- **Partial Mobilization**

  The President has the authority to mobilize no more than 1,000,000 reservists (units and individuals from all services), for 24 months or less, and the resources needed for their support to meet the requirements of war or other national emergency involving an external threat to national security.
- **Full Mobilization**

  Congress must declare that a state of national emergency exists to call up all forces, including Army Reserve and Army National Guard units, Individual Ready Reserve, Standby Reserve and members of the Retired Reserve, and the resources required for their support. The duration is the length of the emergency plus six months.
- **Total Mobilization**

  Once a state of national emergency exists, Congress can extend full mobilization by activating and organizing additional units beyond the currently approved force structure. Total mobilization brings the industrial base up to full capacity to provide the additional resources, equipment and production facilities needed to support the armed forces of the nation, as done in World War II. Total mobilization involves not only the AC and RC but the entire Militia of the United States. The Militia of the United States consists of the Organized Militia and the Unorganized Militia. The Organized Militia consists of the National Guard and the Naval Militia. The Unorganized Militia consists of every able-bodied male citizen or person wishing to be a citizen between the ages of 17 and 45 as well as female members of the National Guard. Exceptions to this are: The Vice President, Judicial & Executive officers of the United States, territories and Puerto Rico; postal employees/contractors; custom house agents; workers in armories, arsenals and naval shipyards; pilots on navigable waterways and mariners in the sea service of a citizen, or a merchant in, the United States .

USACE Mobilization Processing

Initial Mobilization

1. **Requirement Identified (Action-Reserve Component (RC))**
   - a) **RFF**
   - b) **USACE Staffing Plan**
   - c) **Undocumented Requirement**
2. **HQUSACE G-3 Validates Undocumented Requirements (G-3)**
3. **Recruit Candidates (RC)***
   - a) **USACE DIMA Soldiers**
   - b) **IRR**
   - c) **TPU**
   - d) **Standing List of Interested Soldiers**

   *** COORDINATE WITH HRC-ST. LOUIS**
4. **Nominate Candidate to receiving Command/Supervisor (RC)**
5. **Contact Selected Candidate – Request Supporting Mobilization Documentation (RC) (18 Day Duration)**
6. **Construct Mobilization Request Packet to include: (RC) (5 Day Duration)**
   - a) **Job Description**
   - b) **Justification**
   - c) **Assignment Paragraph and Line Number**
   - d) **Supporting Medical Documentation**
   - e) **Recent Evaluation**
   - f) **Recent Physical Fitness Test Results**
   - g) **Gaining Commander/Supervisor Acceptance Statement**
   - h) **Commander's Release Statement (TPU ONLY)**
   - i) **Staff Action Summary**

USACE Mobilization Processing (CONT)

7. Forward Packet to HQUSACE G-3 for Concurrence/Nonoccurrence (G-3) (2 Day Duration)
8. Perform Final Quality Control (RC) (1 Day Duration)
   - A) SGM Qualy, NCOIC
   - B) LTC Collins, Chief, Reserve Component Mobilization Team
   - C) COL McBride, Deputy Chief of Staff, Reserve Component
9. Forward to HQUSACE Command Group for Approval/Disapproval (Command Group) (5 Day Duration)
   - A) SGS
   - B) Chief of Staff
   - C) Secretary
   - D) DEPUTY COMMANDING GENERAL
10. Upload Packet into Dept of the Army Mobilization Processing System (DAMPS) (RC) (2 Day Duration)
11. Track Activity And Status In Damps/Provide Feedback To Army G-3 as required (RC) (60 Day Duration)

Mobilization Extensions

1. RC notifies Commanders/Supervisors/Soldier 100 Days Prior to end of Current Tour and Requests Written (E-mail) Intention to Either Extend or REFRAD. (10 Days)
2. Remaining Steps are the same as 5 through 11 above.

Approval Steps at HQDA for a MOB Packet

- RCMT NCO, Force Requestor, USACE, enter packet into DAMPS
- LTC Collins, Force Requestor, USACE Approver
- LTC Windsor, DA Mob Shift Leader, Assign the packet, HQDA G-3
- MSG Andrews, Current Ops, Concur/Nonconcur, HQDA G-3
- MAJ Cole, USAR, Concur/Nonconcur, HQDA G-3
- LTC Canale, Engineer, Concur/Nonconcur, HQDA G-3
- LTC Surfas, Military Intelligence (HQDA G-2 Directed Only MI) If, applicable
- LTC Fewer, Judge Advocate General, Concur/Nonconcur, HQDA G-3
- COL Glenn, Vldtr ODO/ODM, Rec-Approve/Disapprove, HQDA G-3
- BG Nutall, Dept of the Army Mobilization Office (DAMO)-Office of Directorate (OD), Approve/Disapprove, HQDA G-3
- COL James McKenzie, Military Assistant (MA), Manpower & Reserve Affair (M&RA), Assigned, SECARMY
- COL James McKenzie, MA M&RA, VOCO Principal Assistant Deputy (PAD)
- COL James McKenzie, MA M&RA, VOCO Congressional Affairs Contact Officer (CACO)
- COL James McKenzie, MA M&RA, VOCO Office of General Counsel (OGC)
- COL James McKenzie, MA M&RA, VOCO Principal Deputy (PD)
- COL James McKenzie, MA M&RA, VOCO Executive Officer (XO)
- COL James McKenzie, MA M&RA, VOCO Asst. Secretary of the Army (ASA)-M&RA Approved/Disapproved

Mobilization Guidance

Initial COTTAD (ADSW-AC) Guidance as of Jan 2006

CONUS COTTAD = 179 days; no extension

OCONUS COTTAD = 270 days; no extension

COTTAD Guidance as of Jan 2006

CONUS COTTAD = 365; extend up to 1095 *

OCONUS COTTAD = 365; extend up to 1095 *

OCONUS COTTAD direct from unit or mob station to HRC-A

Mobilized Soldiers use 1058-R for all COTTAD extensions.

HQDA G1 approves extensions or cumulative COTTAD days that exceed 365 days

Multiple COTTADs not to exceed cumulative 1095 days

2006 Extension Guidance as of Jan 2006

Extend Soldier by like number of days in DUIC

Remove Soldier with different number of days from original DUIC; add new DUIC and amend original mob order and mob on original date

Then extend DUIC under any amendments of original DUIC; then extend under current request

Mob Extension Guidance as of Jan 2006

Extend the unit upon request

Personnel Policy Guidance (PPG), Updates

Note: * G-3 validates requirements for 1 year at a time, up to 5 years

G-1 approval for the 6th year

Reserve Component Sourcing

- **Existing Volunteer Pool Nearly Depleted**
- **Seek Internal / External Volunteers**
  - **HQ / HRC, ST. Louis, MO & Alexandria, VA**
  - **Solicit all MSC'S for any assigned IMA'S**
  - **Solicit CRU for volunteers in support of GRD/AED**
- **Cross level as necessary within HQUSACE Staff**
- **Nominees to GRD/AED First Priority**

RECOMMENDATION:

Volunteers First / Involuntary as Needed

Coordinate with HQDA and get approval for all 21A/B/D to only MOB in Engineer positions

Issues with Current System for Mobilization Actions

General Observations

- In most cases, 95% of Soldiers with remaining mob time on 730 day clock
  cannot be involuntarily re-mobilized or extended without their consent
- Only by exception can Soldiers, even volunteers, be mobilized for more
  than 365 days initially for CONUS; 545 for OCONUS
- COEAD can only be used by MACOMs who have a Mobilization TDA;
  cannot be used for TSD Soldiers (If the unit does not have a MOB TDA in
  WEBTAADS, MTOE can be used but will be considered on a case by case
  basis by Army G-3

- MACOMs are limited to 40% of MTOE authorizations for COEAD and
  COTTAD numbers on active duty combined

Issues with Current System for Mobilization Actions

Mobilization Extension of DUIC

- **If Soldiers have different remaining mob time, must:**
  - **COA 1: Either extend DUIC for shortest period**
  - **COA 2: Create separate DUICs for EACH Soldier with differing length**
  - **COA 3: Request Multiple Tour Date (MTD) request in advance with HQDA prior to submission of DAMPS packet request. If approved, submit DAMPS request and attach an Excel spreadsheet with the following information:**
    - **a. Roster of Soldiers (name, rank and SSN)**
    - **b. Para/lin/position , total of 12302/21301d time**
    - **c. Number of remaining Mob time required (attach all COTTAD/Mobilization/COED orders; DD 214)**
- **Impact:**
  - **COA 1 requires that Soldiers with remaining time AFTER this extension must submit another packet for extension**
  - **COA 2 requires creating new DUICs that require amendment to original order (2d & 3d order) first; then second amendment to the new DUIC amendment to actually extend the Soldier**
- **Issue: When DA adds new DUIC to original mob order, they don't add to subsequent DA amendments, thus causing current second amendment to extend the Soldier invalid. All applicable history on the parent UIC that the new DUIC is created from must be referenced and included in all actions on the new DUIC.**

COTTAD

- **No issues as long as packet is submitted on 90 days timeline**

Mobilization Actions Flow Chart

Voluntary Mob

1. Unit & Soldier prepare documents

Required Documents
- O6 Justification Memo; related to GWOT
- Roster of Soldiers
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

2. Submit Packet thru Chain of Command

Quality Control Checks @ Ea Level
- All documentation in packet
- Accuracy of Volunteer Statement

3. Documents received by CONUSA 1st & 5th (120 days from start date)

Packet is complete; otherwise, returned to CONUSA or MACOMS for comments

4. CONUSA endorses and forwards packet to FORSCOM

5. FORSCOM obtains DUIC from USARC/NGB/PACOM/USAREUR ; approves packet and enters into DAMPS

6. HQDA staffs request; G-3 validates requirements & staff request
(if not validated, packet is returned to MACOM)
ASA M&RA approval

7. Mobilization Orders published no less than 30 days from start date (unless 30 days waived by Soldier)

8. CONUSA publishes mob order

9. TSD publishes unit & individual mob order

10. Start Date

This process should take no longer than 1 week

- Justification must state the who, what , where, when, and why; impact on mission if not approved
- Packet must be complete; not piecemeal

Mobilization Actions Flow Chart

Voluntary Mob

1. Unit & Soldier prepare documents

Required Documents
- O6 Justification Memo; related to GWOT
- Roster of Soldiers
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

2. Submit Packet thru Chain of Command

Quality Control Checks @ Ea Level
- All documentation in packet
- Accuracy of Volunteer Statement

3. Documents received by CONUSA 1st & 5th (120 days from start date)

Packet is complete; otherwise, returned to CONUSA or MACOMS for comments

4. CONUSA endorses and forwards packet to FORSCOM

5. FORSCOM obtains DUIC from USARC/NGB/PACOM/USAREUR ; approves packet and enters into DAMPS

6. HQDA staffs request; G-3 validates requirements & staff request
(if not validated, packet is returned to MACOM)
ASA M&RA approval

7. Mobilization Order published no less than 30 days from start date (unless 30 days waived by Soldier)

8. CONUSA publishes mob order

9. TSD publishes unit & individual mob order

10. Start Date

This process should take no longer than 1 week

- Justification must state the who, what , where, when, and why; impact on mission if not approved
- Packet must be complete; not piecemeal

Mobilization Actions Flow Chart

Voluntary Mob

1. Unit & Soldier prepare documents
2. Submit Packet thru Chain of Command
3. Documents received by CONUSA 1st & 5th (120 days from start date)
4. CONUSA endorses and forwards packet to FORSCOM
5. FORSCOM obtains DUIC from USARC/NGB/PACOM/USAREUR ; approves packet and enters into DAMPS
6. HQDA staffs request; G-3 validates requirements & staff request (if not validated, packet is returned to MACOM)
7. Mobilization Order published no less than 30 days from start date (unless 30 days waived by Soldier)
8. CONUSA publishes mob order
9. TSD publishes unit & individual mob order
10. Start Date

Required Documents
- O6 Justification Memo; related to GWOT
- Roster of Soldiers
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

Quality Control Checks @ Ea Level
- All documentation in packet
- Accuracy of Volunteer Statement

Packet is complete; otherwise, returned to CONUSA or MACOMS for comments

ASA M&RA approval

This process should take no longer than 1 week

- Justification must state the who, what , where, when, and why; impact on mission if not approved
- Packet must be complete; not piecemeal

Mobilization Actions Flow Chart

Voluntary Mob Extension

1. Unit & Soldier prepare documents
2. Submit Packet thru Chain of Command
3. Documents received by 1st and & 5th (120 days from start date)
4. CONUSA endorses and forwards packet to FORSCOM
5. FORSCOM obtains DUIC from USARC/NGB/PACOM/USAREUR ; approves packet and enters into DAMPS
6. HQDA staffs request; G-3 validates requirements & staff request
   ASA M&RA approval
7. Mobilization Orders published no less than 30 days from start date (unless 30 days waived by Soldier)
8. First Army publishes mob extension order amendment
9. TSD publishes unit & individual mob extension order
10. Start Date

Required Documents
- O6 Justification Memo; related to GWOT
- Roster of Soldiers
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

Quality Control Checks @ Ea Level
- All documentation in packet
- Accuracy of Volunteer Statement

Packet is complete; otherwise, returned to TSD

This process should take no longer than 1 week

- Justification must state the who, what , where,
  when, and why; impact on mission if not approved
- Alphabetically and chronologically: ALL previous
  mob orders and amendments; REFRAD orders and or

If Soldiers within DUIC have different length of extension time requested:
- Either package separately, by number of days requested (will require
  new DUIC from USARC/NGB and amendment of original orders BEFORE
  amendment to extend new DUIC)
- OR request extension of DUIC for the shortest period on ALL

Mobilization Actions Flow Chart

Voluntary Re-Mob

Required Documents
- O6 Justification Memo; related to GWOT
- Roster of Soldiers
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

1. Unit & Soldier prepare documents
2. Submit Packet thru Chain of Command

Quality Control Checks @ Ea Level
- All documentation in packet
- Accuracy of Volunteer Statement

Packet is complete; otherwise, returned to TSD

3. Documents received by 1st and & 5th Army (120 days from start date)
4. CONUSA endorses and forwards packet to FORSCOM
5. FORSCOM obtains DUIC from USARC/NGB/PACOM/USAREUR ; approves packet and enters into DAMPS
6. HQDA staffs request; ASA M&RA approval
7. Mobilization Orders published no less than 30 days from start date (unless 30 days waived by Soldier)
8. First Army publishes mob order
9. TSD publishes unit & individual mob order
10. Start Date

This process should take no longer than 1 week

- Justification must state the who, what , where, when, and why; impact on mission if not approved
- Alphabetically and chronologically: ALL previous mob orders and amendments; REFRAD orders and or

If Soldiers within DUIC have different length of extension time requested:
- Package separately, by number of days requested (will require DUIC from USARC/NGB)
- OR request extension of DUIC for the shortest period on ALL Soldiers
- In either case, proper number days on volunteer statement

Mobilization Actions Flow Chart

COTTAD (ADSW-AC) for Mobilized Soldier (OCONUS)

1. Unit & Soldier prepare documents

Required Documents
- Roster of Soldiers
- 4187, using template, completed accurately
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

2. Submit Packet to HRC-A at rccottad@hoffman.army.mil

Two days after receipt of mob orders

3. HRC-A Processes and issues orders to Unit email address

Note: CONUSA will ensure Soldiers requesting COTTAD have completed the majority of 730 days under partial mobilization PM0 US authority before submitting COTTAD Packets.

This process should take no longer than 1 week

- Soldiers cannot exceed 6 years of Active Duty under ADSW, COTTAD, MOB, OPTTAD, MOB ext, CO-EAD without G-1 Approval
- Justification must state the who, what , where, when, and why; impact on mission if not approved
- Alphabetically and chronologically: ALL previous mob orders and amendments; REFRAD orders and or DD 214 for EACH mob period
- Period of COTTAD not to exceed 365 following mob
- Packet must be complete; not piecemeal
- NOTE: If Soldier has 91 days or more remaining on 730 mob clock, HRC-A will first publish orders using partial MOB authority under PM USC 12302, and

Mobilization Actions Flow Chart

COTTAD (ADSW-AC) for Mobilized Soldier (CONUS)

1. Unit & Soldier prepare documents
2. Submit Packet thru Chain of Command
3. Documents received by 1st and & 5th Army (90 days from start date)
4. CONUSA endorses and enters packet in DAMPS
5. FORSCOM approves in DAMPS & forwards to HQDA G3 for approval
6. HQDA staffs request; G-3 validates requirements & staff request
   HQDA G3 approval
   HRC-A orders published based on start date of COTTAD
7. Start Date

Required Documents
- Roster of Soldiers
- 4187, using template, completed accurately
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

Quality Control Checks @ Ea Level
- All documentation in packet
- Accuracy of Volunteer Statement

Packet is complete; otherwise, rejected by DAMPS & request for corrections

This process should take no longer than 1 week

- Justification must state the who, what , where, when, and why; impact on mission if not approved
- Alphabetically and chronologically: ALL previous mob orders and amendments; REFRAD orders and or DD 214 for EACH mob period
- Period of COTTAD not to exceed 365 following mob
- Packet must be complete; not piecemeal
- NOTE: If Soldier has 91 days or more remaining on 730

Mobilization Actions Flow Chart

COTTAD (ADSW-AC) Extension for Soldier on COTTAD

Required Documents
- Roster of Soldiers
- 4187, using template, completed accurately
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

1. Unit & Soldier prepare documents
2. Submit Packet thru Chain of Command

Quality Control Checks @ Ea Level
- All documentation in packet
- Accuracy of Volunteer Statement

Packet is complete; otherwise, returned to TSD

3. Documents received by 1st and & 5th Army (90 days from start date)
4. First Army endorses and enters packet in DAMPS
5. FORSCOM approves in DAMPS & forwards to HQDA G3 for approval

This process should take no longer than 1 week

6. HQDA staffs request; HQDA G3 approval
7. HRC-A orders published based on start date of COTTAD
8. Start Date

- Justification must state the who, what , where, when, and why; impact on mission if not approved
- Alphabetically and chronologically: ALL previous mob orders and amendments; REFRAD orders and or DD 214 for EACH mob period
- Period of COTTAD extension not to exceed cumulative 730 days; requires HQDA G1 approval beyond 365 days
- Packet must be complete; not piecemeal

Mobilization Actions Flow Chart

COTTAD (ADSW-AC) for Non-Mobilized Soldier

1. Unit & Soldier prepare documents
2. Submit Packet thru Chain of Command (RC Soldiers to USARC; ARNG Soldiers to NGB)**
3. Documents received by 1st and & 5th Army (90 days from start date)
4. USARC or NGB enters in DAMPS; FORSCOM receives concurrence of CONUSA
5. FORSCOM approves in DAMPS & forwards to HQDA G3 for approval
6. HQDA G-3 validates requirements & staffs requests HQDA G3 approval
7. HRC-A publishes COTTAD orders no less than 30 days from start date (unless 30 days waived by Soldier)
8. Start Date

Required Documents
- O6 Justification Memo; related to GWOT
- Roster of Soldiers
- DA Form 1058-R completed accurately; NOT 4187
- Soldier Vol Statement; 30 day notice waiver, if applicable
- TAG Release if ARNG Soldier

Quality Control Checks @ Ea Level
- All documentation in packet
- Accuracy of Volunteer Statement

Packet is complete; otherwise, returned to CONUSA

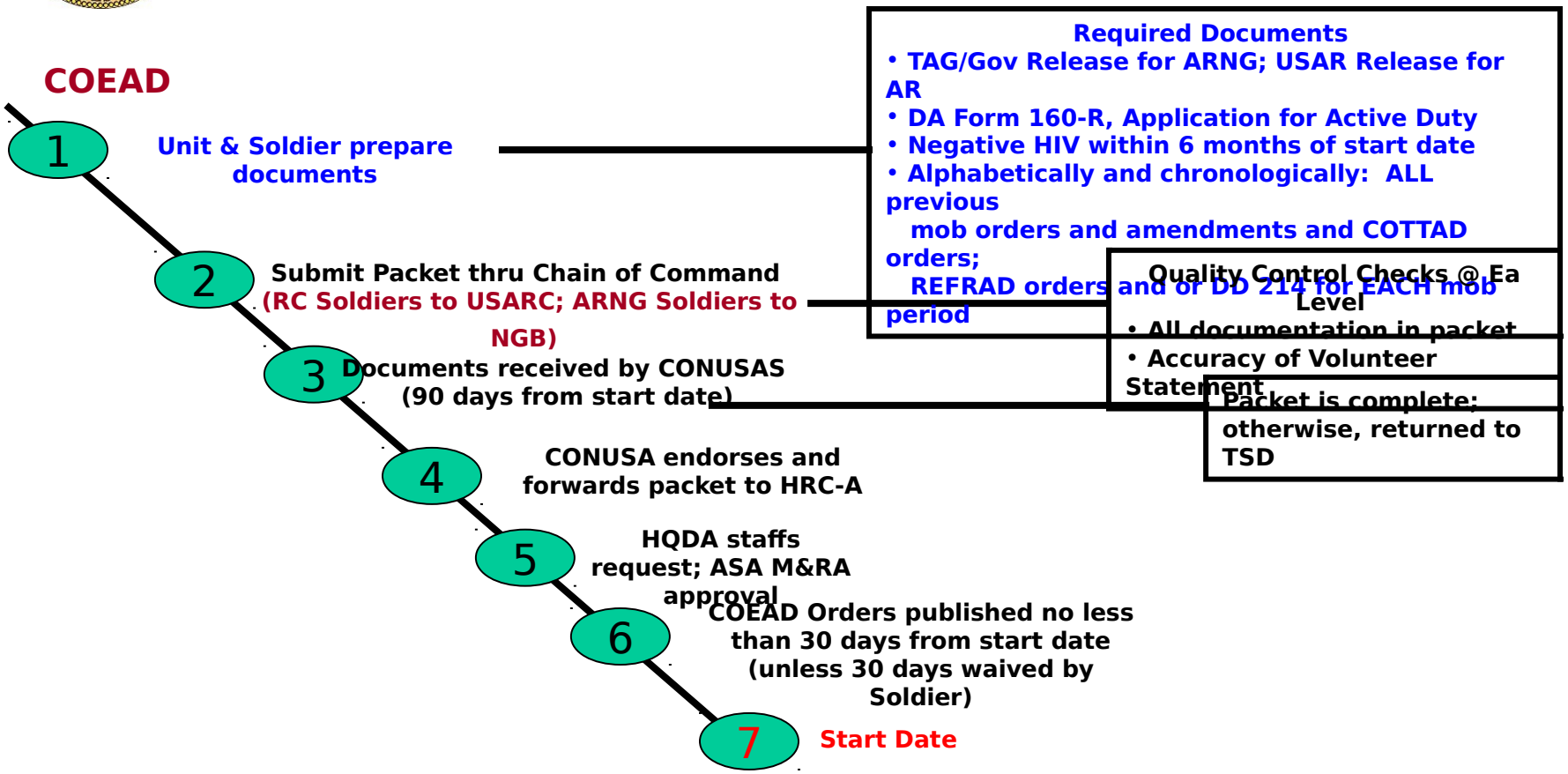
This process should take no longer than 1 week

- Justification must state the who, what , where, when, and why; impact on mission if not approved Alphabetically and chronologically: ALL previous mob orders and amendments and COTTAD orders; REFRAD orders and or DD 214 for EACH mob period Period of COTTAD extension not to exceed cumulative 1095 days; requires HQDA G1 approval beyond 365/730 days
- Packet must be complete; not piecemeal
- NOTE: If Soldier has 91 days or more remaining on 730 mob clock (see previous notes), must request Re-mobilization BEFORE second COTTAD HRC-A will publish orders using remaining PM USC 12302 authorization. Then

** (ARNG Soldiers to NGB)
Commander, US Army NGB
Attn: ARO-Deployments
111 S. George Mason Drive
Arlington, VA 22202
Coordinate thru telephone: 703.607.9352
Tracy.swanson@ngb.army.mil

** (RC Soldiers to USARC)
Commander, USARC
Attn: AFRC-OPT-U
1401 Deshler St SW
Fort McPherson, GA 30330-2000
Coordinate thru telephone: 404.464.

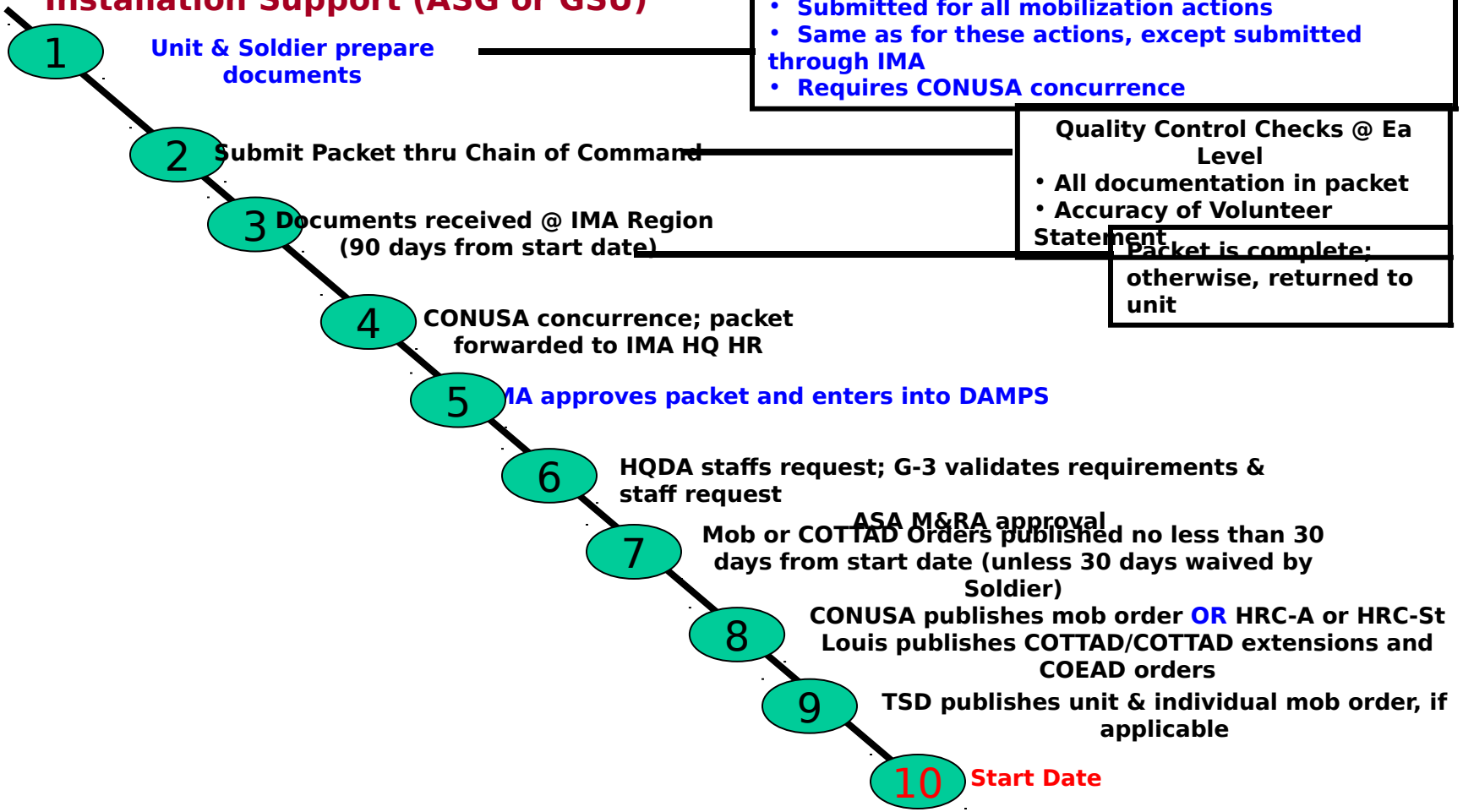
Mobilization Actions Flow Chart


COEAD
1
Unit & Soldier prepare documents
2
Submit Packet thru Chain of Command (RC Soldiers to USARC; ARNG Soldiers to NGB)
3
Documents received by CONUSAS (90 days from start date)
4
CONUSA endorses and forwards packet to HRC-A
5
HQDA staffs request; ASA M&RA approval
6
COEAD Orders published no less than 30 days from start date (unless 30 days waived by Soldier)
7
Start Date
Required Documents
• TAG/Gov Release for ARNG; USAR Release for AR
• DA Form 160-R, Application for Active Duty
• Negative HIV within 6 months of start date
• Alphabetically and chronologically: ALL previous mob orders and amendments and COTTAD orders;
REFRAD orders and or DD 214 for EACH mob period
Quality Control Checks @ Ea Level
• All documentation in packet
• Accuracy of Volunteer Statement
Packet is complete; otherwise, returned to TSD

Note: Soldiers will not exceed 6 years of total Active Duty under 12301(D), USC 12302, 12304, COTTAD, OPTTAD, ADSW, PM & PRC Orders without G-1 approval

Mobilization Actions Flow Chart

Submissions through Installation Management Agency (IMA) for Installation Support (ASG or GSU)


1
Unit & Soldier prepare documents
Required Documents
• Submitted for all mobilization actions
• Same as for these actions, except submitted through IMA
• Requires CONUSA concurrence
2
Submit Packet thru Chain of Command
Quality Control Checks @ Ea Level
• All documentation in packet
• Accuracy of Volunteer Statement
3
Documents received @ IMA Region (90 days from start date)
Packet is complete; otherwise, returned to unit
4
CONUSA concurrence; packet forwarded to IMA HQ HR
5
IMA approves packet and enters into DAMPS
6
HQDA staffs request; G-3 validates requirements & staff request
ASA M&RA approval
7
Mob or COTTAD Orders published no less than 30 days from start date (unless 30 days waived by Soldier)
8
CONUSA publishes mob order OR HRC-A or HRC-St Louis publishes COTTAD/COTTAD extensions and COEAD orders
9
TSD publishes unit & individual mob order, if applicable
10
Start Date

Chief, Reserve Component Mobilization Team
Commercial (202) 761-0328
DSN (763)